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JUL 24 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Increase in Personnel Ceiling and Table of Organization, Office of Logistics.

This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 7.

1. The Director of Logistics requests an increase in ceiling and table of organization of five (5) positions. (Justification of this request is shown by the Director of Logistics in Tab I.)

2. The present T/O of the Office of Logistics was established, to equal the ceiling of [redacted] positions, on 30 April 1956. This involved the deletion from the T/O of forty-four (44) positions, including five (5) GS-5 chauffeur positions. 25X9A2

Situation in T/O and Ceiling

25X9A2 Present: Total [redacted]

25X9A2 Proposed: Total [redacted]

3. Examination of data submitted by the Highway Branch, O/L (Tab II) and other data developed in the course of consideration reveals an increased workload sufficient to justify, with respect to chauffeur requirements, the proposed T/O and ceiling.

4. The Director of Personnel has furnished classification titles and grades for the proposed additional positions. (Tab II)

5. The Chief, Budget Division has reviewed the above request and states: (Tab III)

a. Revised costs for five chauffeur positions reflect a lapsed amount of $8,475 for FY 1957 and $16,441 for FY 1958.

b. These amounts have not been included in the Revised Operating Budget for FY 1957 or the Preliminary Estimates for FY 1958.

c. Decisions on the requested Operating Budget for FY 1957 and the Preliminary Estimates for FY 1958 have not yet been made. The proposed increases, however, can be financed only if reductions are made elsewhere in the Agency.

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6. A memorandum dated 17 July 1956 from Chief, Administrative Staff/OL indicates that, if found necessary, the required funds could be rescheduled from other Office of Logistics activities to provide for increased cost during FY 1957. (Tab IV)

7. Approval of the request for increase in ceiling and table of organization of the Office of Logistics by three (3) GS-4 and two (2) GS-5 positions, for use by the Highway Branch/OL, is recommended.

SIGNED

[redacted]

25X1A9a

Chief, Management Staff

ATTACHMENTS:
Tab I - Proposal
Tab II - Concurrence of Dir. of Pers.
Tab III - Concur. of Budget Div.
Tab IV - Comment by Highway Div.

The recommendation in paragraph 7 is ~~approved~~ disapproved

OCT 1 1956
Date

(signed) H. Gates Lloyd

Acting Deputy Director (Support)

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Attachments

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